

ADMINISTRATIVE - INTERNAL USE ONLY

21 November 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (14-20 November 1985)

A. WORK IN PROGRESS

1. HISTORICAL REVIEW PROGRAM ACTIVITIES. The Classification Review Division (CRD) has begun a document-by-document review of Strategic Services Unit (SSU) records under the custodianship of IMS/DO. These SSU records had been excluded from an earlier declassification review covering records of both the Office of Strategic Services (OSS) and the SSU. That review had used various cutoff dates between late 1945 and late 1946 in selecting records for inclusion. CRD will try to pick up all the unreviewed documents through 1946 and will apply established CIA review guidelines.

2. TS DOCUMENT SEARCH. An OIS annuitant reviewed 44 cubic feet of retired records of the Office of the Deputy Director for Intelligence (O/DDI) stored at the Agency Archives and Records Center (AARC). Approximately two hundred Top Secret (TS) collateral documents were located; 140 were charged to the O/DDI and another 60 will require follow-up research to determine their ownership. Another annuitant has begun reviewing the retired records of the Office of European Analysis (EURA). Approximately 140 cubic feet of material were searched. Twenty-five TS documents not charged to EURA were found. The results of the search, location, and identification of TS collateral documents continue to be processed into TSCADS, a subset of TRIS.

3. SURVEY FOLLOWUP. The Chief and representatives of the Information Resources Management Division (IRMD) met with the Deputy Director, Office of Imagery Analysis (DD/OIA) concerning the information management survey IRMD had conducted in OIA in 1984. The participants reviewed the survey's findings and recommendations and discussed further assistance that IRMD will provide OIA. DD/OIA stated that some of the recommendations had already been implemented, including reconfiguration of the registry, assignment of the registry to the OIA Administrative Branch, and retirement of inactive records to AARC.

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4. [] The Information Services Center [] which serves the Offices of Communications (OC) and Logistics (OL), has begun providing divisions in OC with lists of the cables and memoranda that require action. This procedure was established at the request of the Director of Communications to keep track of action items. A total of 72 items requiring action were provided last week. Chief, ISC [] reported that OC officials are cooperating fully and the system is working well.

5. [] IRMD representatives briefed representatives from the Office of Technical Services (OTS) on the proposed Information Services Center [] OTS supports the concept and offered one staff position and FTE for another as well as funds to purchase mail and sorting equipment. A follow-up meeting, that included representatives from OIT, was held soon after to identify OTS's requirements for cable service and to focus on the technical requirements for developing an on-line cable distribution center [] Representatives from the Headquarters Facilities Group, OIT, explained that it would be necessary for OTS to prepare statements of component cable requirements to assist OIT programmers in developing cable routing profiles for OIT's Automated Cable Dissemination System.

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. INFORMATION MANAGEMENT, DO RECORDS. Representatives from IRMD met with representatives from the Directorate of Operations' Information Management Staff (DO/IMS), to exchange views on a number of information management topics. Items covered included plans to change the disposition of some paper and microform records in the DO records control schedule from permanent to temporary and substituting a machine-readable record as the permanent records copy; the media, format, and documentation required for computer records transferred to NARA; the front-end disposition of computer system information; and possible revision in policy covering magnetic tape retention and storage. DO/IMS is revising its current records control schedule and plans to submit it to OIS in December. The representatives agreed to continue a dialogue on these items as well as other information management topics of common concern.

2. ANNUAL RECORDS INVENTORY. The 1985 Annual Records Inventory forms have been sent to directorate Records Management Officers (RMOs) with a request that they report their records holdings to IRMD by 20 December 1985. Two significant changes have been made on the form. For the first time the RMOs will report magnetic and film records by quantity rather than by linear feet. Secondly, IRMD has included last year's statistics on each component's inventory form. In this way RMOs can easily spot an increase or decrease in each category of records. These changes should provide a more meaningful picture of the Agency's records holdings.

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3. INFORMATION AND PRIVACY DIVISION ACTIVITIES. *The backlog of
initial cases continues to fall. It is now at 1803. Of interest is a new

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20 November 1985

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (13 - 19 November 1985)

1. The Week in Review 13 - 19 November 1985 1985 Weekly Average
- a. New cases

69

54.8
- b. Cases closed

80

79.1
- c. New appeals logged

4

2.8
- d. Appeals closed

4

1.8
- e. Manpower (man-weeks)

82.9

100.4
2. Current Backlogs
- a. Initial requests - 1803

b. Requests in administrative appeal - 185

c. Requests in litigation - 77
3. Spotlighted Requests

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IPD/ [] (20 November 1985) (FINAL)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OLL

1 - OP

1 - OL

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1 - C/IMS []

1 - DDO/IRO

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25 - DDO/IMS []

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

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19 November 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Weekly Report, 13-19 November 1985

As of 18 November CRD had approval from D/OIS and IMS/DO to begin the Historical Review Program with a document-by-document declassification review of DO-held essentially SSU records left over from the 1972-82 declassification review of OSS-SSU records. That review used various dates between late 1945 and October 1946 for cutoffs in selecting records for inclusion. The reason was that there was a long transition (January 1946 to October 1946) from SSU to CIG during which CIG existed in statute but a CIG sense of identity had not yet taken root. A given box of records, depending on what cutoff date was in effect at the time of review, had varying periods of 1946 records left unreviewed. CRD will seek to pick up all the unreviewed documents and for the sake of a neat cutoff date will include in its review all documents dated through 1946.

The first group of records is due at CRD from the AARC during the week of 18-22 November. CRD will apply CIA guidelines. The OSS-SSU review had followed more concessive guidelines for release because of the wartime military character of most of OSS's operations and the predominantly military staffing of the OSS and SSU ranks.

Chief, CRD

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19 November 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (13 - 19 November 1985)

1. Work in Progress

a. TRIS. Members of the Information Technology Branch met with [REDACTED] Records Management Officer, Office of Security, and [REDACTED] Chief, OS Registry, to discuss the possibility of converting information in the data base of the OS Common Automated Registry System into CDOCS--the document control and records management portion of TRIS. It was decided that this data would not be converted because the information was not easily retrievable or usable in its present form. Instead, OIT will furnish OS with various hard copy reports of the data contained in the system for use by OS registry personnel. The discussion also addressed the current organization of OS files and what changes will be necessary to make CDOCS effective in retrieving information contained in them.

[REDACTED] the DDS&T RMO, notified ITB that it will not be necessary to meet to discuss conversion of the DS&T registry data base to CDOCS. [REDACTED] indicated that he is attempting to determine the type of reports which the registry needs on data contained in its current automated system for controlling documents.

b. Machine-Readable Records. [REDACTED] and [REDACTED] Information Management Branch, and [REDACTED] Records Management Officer, Office of Finance, met with [REDACTED] Chief, Finance & Budget Support Branch, Finance & Budget Division, Office of Information Technology, to discuss the information needed to complete the draft machine-readable schedule items for the [REDACTED] and the CIA Retirement and Disability System (CIARDS). [REDACTED] agreed to provide the systems documentation to the OF/RMO that he felt would enable [REDACTED] to describe each system. He indicated, however, that the information would have to be read in his office at [REDACTED]. [REDACTED] reminded [REDACTED] that at some point [REDACTED] and members of his staff will have to answer questions, provide clarification, and to review what is written for completeness and accuracy. [REDACTED] agreed to do this.

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25X1 [redacted] also met with [redacted]
 25X1 RMO, Office of Medical Services (OMS), and [redacted] ADP
 25X1 Control Officer, OMS, to review the draft schedule items submitted
 by OMS for six of its ADP systems. The IMB representatives
 suggested some changes in format and content, discussed data
 collection methods, and offered guidance and assistance to OMS as
 25X1 [redacted] continue to write their machine-readable
 25X1 schedule items. [redacted] indicated that as a result of this
 discussion, she had gained a better understanding of what is
 required and will resume writing schedule items for the OMS systems.

25X1 c. TS Document Search. [redacted] an OIS
 annuitant, continues to search the Records Center holdings of the
 Office of the DDI for unaccounted for TS collateral documents.
 Last week, he reviewed 44 cubic feet of retired records and found
 201 TS documents, 141 charged to O/DDI and another 60 required
 follow-up research to determine their ownership. Another
 25X1 annuitant, [redacted] began reviewing the retirement holdings of
 the Office of European Analysis at the Records Center. He reviewed
 142 cubic feet of material last week, finding 25 TS documents not
 25X1 charged to EURA. [redacted] Information
 Control Branch, continue to process documents found by the
 annuitants into TSCADS.

25X1 d. Survey Followup. Chief, IRMD, [redacted] Information
 25X1 Control Branch, and [redacted] OIS annuitant, met with
 25X1 [redacted] Deputy Director, Office of Imagery Analysis, and
 25X1 [redacted] Chief, Administrative Branch, OIA, to discuss the
 implementation for a survey that IRMD conducted in OIA in 1984.
 The purpose of the meeting was to review the survey's findings and
 25X1 recommendations, and to determine [redacted] role in assisting
 OIA with implementation. It was determined that OIA had already
 acted on some of the recommendations including reconfiguration of
 the registry, the assignment of the registry to the Administrative
 Branch, and the retirement of inactive records to the Records
 25X1 Center. [redacted] will work with [redacted] OIA's Records
 Management Officer, in following through on the other
 25X1 recommendations. [redacted] began work on 19 November and will
 work three days a week until all of the recommendations have been
 implemented.

25X1 e. [redacted] The Information Services Center in
 25X1 [redacted] serving the Offices of Communications and
 Logistics began providing divisions in the OC with lists of cables
 and memoranda requiring action. This system was established at the
 request of the Director of Communications to keep track of action
 items. A total of 72 items requiring action were reported last
 25X1 week. [redacted] Chief, ISC, reported that OC officials are
 cooperating fully in implementing the system and thus far it is
 working well.

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25X1 [] also attended a meeting of senior secretaries in the Office of Logistics. She briefed the secretaries on classification authorities, guidelines, and the procedures used in preparing documentation for which they are responsible.

25X1 [] Participation in these meetings provides the opportunity for [] to discuss ISC services, as well as receive feedback on the quality of its services.

25X1 f. [] Chief, ICB, and [] ICB, briefed [] Chief, Collection Group, Office of Technical Services, and his Deputy,

25X1 [] on the proposed Information Services Center at

25X1 [] indicated that he fully supported the concept and was prepared to support the Center with personnel and financial resources. He offered one staff position and FTE for another, as well as funds to purchase mail and sorting equipment. [] proposed a follow-up meeting between

25X1 representatives of OTS, OIS, and OIT to identify OTS' requirements for cable service [] That meeting was held on 19 November and was attended by []

25X1 Signals Analysis Division. OTS. [] Metropolitan Facilities Group, OIT, [] Headquarters Facilities Group, OIT, and by Messrs. []

25X1 The meeting focused on the technical requirements and problems associated with developing an on-line cable distribution center at [] The representatives from the Headquarters Facilities Group explained that it would be necessary for OTS to prepare statements of component cable requirements. The statements would assist OIT programmers in developing cable routing profiles used in OIT's automated Cable Dissemination System (CDS).

2. Significant Events and Activities

25X1 a. DO Records. Messrs. [] IMB, met with [] Information Management Staff [] IMS), DO, and [] and [] IMS, to exchange views on a number of information management topics. Items covered included the DO's plans to change the disposition of some paper and microform records in the current DO records control schedule from permanent to temporary and substituting a machine-readable record as the permanent records copy; the media, format, and documentation required for computer records transferred to NARA; the front-end dispositioning of computer system information; and OIS discussions with OIT relating to a possible revision in the magnetic tape retention and storage policy. The latter two items provide for the inclusion of the component Records Management Officers in the approval process for tapes requiring long-term storage. They also would require RMOs to work with customers and systems developers in any new application to assign disposition instructions to information before a system or application is operational. The DO

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is revising its current records control schedule and plans to submit it to OIS sometime in December. The group agreed to continue a dialogue on these items as well as other information management topics of common concern.

b. Annual Records Inventory. The 1985 Annual Records Inventory forms have been sent to the Directorate RMOs with a request that they report their records holdings to IRMD by 20 December 1985. The inventory form was completely revised this year and the method of recording volumes of records has also been changed. For the first time, magnetic and film records will be reported by quantity rather than by linear feet and IRMD will make the required conversions to cubic feet for each category of records. In addition, IMB has included last year's statistics on the component's inventory form so that RMOs can easily spot an increase or decline in each category of records. These changes should make it easier for the RMOs to conduct the inventory and provide a more meaningful picture of the Agency's records holdings. Don Wessel, IMB, is the focal point in IRMD for this effort.

25X1 c. ARCINS Training. [redacted] Chief, Computer
25X1 Section, Archives and Records Center Branch, conducted a workshop
25X1 on inputting material into ARCINS for DDA RMOs. [redacted]
assisted by [redacted] ARCB, outlined
procedures that the DDA RMOs will use in inputting shelf lists
directly into the ARCINS system. This class was the first step in
an effort aimed at eventually turning over the responsibility for
inputting, and correcting, shelf lists to component RMOs. In the
past, RMOs have mailed hand-written shelf lists to ARCB for
correction and inputting into ARCINS at the Center. The new
procedure, which is scheduled to start 1 December, should not only
save time for both the ARCB and the component, but should also give
RMOs greater access to their material stored at the Center. A&RC
Computer Section personnel will continue to be available to provide
one-on-one guidance to components as necessary. If the inputting
goes well, ARCINS training will be provided to RMOs in other
directorates, so they can also input directly into ARCINS. [redacted]

25X1

d. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 19 additions and 5 deletions.
ARCINS:	Jobs received/edited: 16.
	Jobs keyed: 5 consisting of
	2,974 entries.
	Jobs completed: 1.
Accessions:	Received 22 jobs totaling
	172 cubic feet.
Dispositions:	Transferred 60 cubic feet of
	material to hammermill.
References:	Serviced 1,474 requests for
	records.

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3. Scheduled Meetings/Events

25X1 The Directorate RMOs will meet with members of IRMD on
25X1 22 November to discuss some records management issues and to hear a
presentation by OD&E's [redacted] on the Bio Star project.

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C-O-N-F-I-D-E-N-T-I-A-L

19 November 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 13 November
through 19 November 1985

1. RPD is currently processing 131 jobs including six received during the reporting period. Prominent among those recently processed in the Division is [REDACTED]

2. [REDACTED] processed EB No. 1307, Flood Relief, on an immediate basis. Editing, typing, and preparation of the requisition were completed in short order and [REDACTED] hand-carried the bulletin directly to the Printing and Photography Division for publication and distribution by the following day. The O/DDA had previously concurred.

(U)

3. [REDACTED] is processing [REDACTED]

[REDACTED] Since the policy for all three of these paragraphs had been approved by the DDCI/Acting DCI, it was determined that the HR would be sent to P&PD for page proofs, and the FR would be sent to IMS for information and approval to publish. At the suggestion of the Office of General Counsel, the Agency sent [REDACTED] to the Senate Select Committee on Intelligence and the House Permanent Select Committee on Intelligence for review prior to publication. Late on 15 November, [REDACTED] of the Office of Legislative Liaison called

C-O-N-F-I-D-E-N-T-I-A-L

to report that both the Senate and House Committees approved the

publication of the regulation [REDACTED]

but that the SSCI has second thoughts and has requested [REDACTED]

covered by this program. [REDACTED]

4. On 13 November 1985, C/RPD and DC/RPD visited the Chief, Liaison and Coordination Staff, [REDACTED]

[REDACTED] to discuss how the regulatory system is responsive to a bigoted, highly classified program [REDACTED]

5. [REDACTED] processed EB No. 1304, [REDACTED] Parking Overflow, originated by the Office of Logistics. This bulletin advised employees that overflow parking spaces have become available in the vicinity [REDACTED]

An extraordinary amount of work went into the attachment to this bulletin, a color-coded map of available parking spaces [REDACTED] worked with the Cartography Division of the Office of Current Production and Analytic Support to have color plates prepared for this map. [REDACTED]

6. [REDACTED] prepared [REDACTED]

[REDACTED] for sending to P&PD for page proofs. Because of changes in specific authorizations and dollar amounts to reflect new delegations of authority in addition to new responsibilities for Operating Officials, DCI approval was obtained on 13 November 1985. [REDACTED]

C-O-N-F-I-D-E-N-T-I-A-L

25X1

7. RPD welcomed [redacted] to its ranks on 18 November after
she spent 2 1/2 years as a Records Analyst in OC/OL-ISC. [redacted]

25X1

25X1



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